

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY  
PERMITTING AND COMPLIANCE DIVISION  
WASTE MANAGEMENT SECTION  
PO BOX 200901  
HELENA, MT 59620-0901  
Phone: (406) 444-5300  
Fax: (406) 444-1374**

**TO: Prospective Applicants for a Class III Solid Waste Management System License**

The enclosed checklist and application is for anyone wishing to apply for a solid waste management system license for a Class III landfill or burn site. Please number or label the attachments or enclosures you have included with your application form and note those which are included. Remember to return the checklist with your application.

Facilities licensed as Class III landfills may accept only Group III wastes [Administrative Rules of Montana 17.50.504(2)(b)]. Group III wastes include wood wastes and non-water soluble solids, such as brick, dirt, rock, rebar-free concrete, brush, lumber, and vehicle tires [ARM 17.50.503(1)(b)]. Clean fill as defined by ARM 17.50.502(6) is not regulated as Group III waste. Facilities approved to burn untreated wood waste, as a Class III landfill-burn site, may not dispose of waste or ash on-site. The facility may accept clean, untreated wood waste and brush for burning under the stipulations of a conditional Air Quality Division open burning permit.

The licensing of a solid waste management system is not a quick and easy process. Be prepared for this process to take as long as a year to work through the various stages involved. The Department will review the application to insure that it is complete. **Unless all the enclosures are included, it is unlikely that your application for a license will be considered complete.** If additional information is required, the Department will notify the applicant with a **Request for More Information** letter that will specify what additional information is required.

Within **15 days** after receipt of the completed application, the Department shall notify in writing the health officer in the county where the proposed solid waste management system will be located. Once the review process has been completed, the Department will then prepare an Environmental Assessment (EA) pursuant to ARM 17.4.607. An EA is a written analysis of a proposed action to determine whether an Environmental Impact Statement (EIS) is required and to determine whether or not the action may have a significant impact on the human and natural environment. Next, a public notice will be prepared to notify the public of the required 30-day comment period on the application and the EA. It shall be circulated in the following manner: one copy to the applicant, and three copies to the public health officer along with instructions that they be posted at the nearest post office and two other public buildings serving the geographical area of the proposed system. At least one legal notice shall be prepared and sent by the Department to an area newspaper to be published.

The Department is required to accept comments from the public for a period of **30 days** following the public notice and the completion of the EA. This allows interested parties the chance to comment on the proposed project. A public meeting or hearing may also be required during the public comment period in order to discuss the project with the public and get their comments. After comments received are reviewed, a final decision is made as to whether the project is to be licensed, or additional information is required in order to respond to comments.

If the Department decides to issue a license, it must be validated by the local health officer in the county where the proposed facility will be located. For this reason, it is important for the applicant to keep the local health authorities informed during the licensing process and to provide them copies of the application materials.

### **CLASS III LANDFILL/BURN SITE APPLICATION CHECKLIST\***



- 1) Copy of lease or rental agreement (if necessary, from item #4).
- 2) Detailed plan and map of site (from item #5).
- 3) Drainage control plan (from item #8).
- 4) Wells logs or other documentation of depth to ground water (may be included in hydrogeological report, from item #10).
- 5) Hydrogeological and soil information (from item #13).
- 6) Landfill operation and maintenance plan (from item #14).
- 7) Landfill/Burn site operation and maintenance plan (from item #15).
- 8) Salvaging, reuse, or recycling plan (if necessary, from item #16).
- 9) Composting operation and maintenance plan (if necessary, from item #17).
- 10) Location map with structures, dimensions, elevations, and site plans (from item #18).
- 11) Cut and fill plan (if necessary, from item #19).
- 12) Calculations of site life (from item #20).
- 13) Closure plan (from item #21).
- 14) List and addresses of adjacent landowners (from item #22).
- 15) Calculations of waste accepted per year (if necessary, from item #24).
- 16) Appropriate signatures (from items #26 and 27).

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

\*This checklist must be completed and included with the license application

### CLASS III LANDFILL/BURN SITE

1. Name of proposed facility:  
  
Mailing address of proposed facility:  
  
Facility telephone:
2. Name of applicant:  
  
Mailing address of applicant:  
  
Applicant's telephone:
3. Legal description of proposed location:  
  
General description of facility location:
4. If you are not the owner of the property, provide the name and address of lessor who holds title to the property and attach a copy of the signed lease or rental agreement.  
  
Name: Address:
5. Please include the following with this application:  
 Map of the proposed location of facility in relation to local population center or county.  
Indicate adjacent residences and access roadways.  
  
 Plan of proposed facility showing:  
a) Fencing. d) Location of on-site roadways.  
b) Access control. e) Property boundaries.  
c) Location of building(s). f) Proposed disposal area(s) and/or burn site(s).
6. Total acreage to be licensed:  
  
Acreage useable for the solid waste disposal system:  
  
If burning is to occur on-site, total acreage of burn site:
7. Are Access roads and bridges capable of supporting loaded vehicles during all types of weather? Yes ( ) No ( )
8. A drainage control plan has to be submitted, designed to prevent surface water run-on from entering, and surface water run-off from leaving, waste management areas. Show these measures on a map.



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9. On a map, show the locations of all surface water resources on-site or within two miles of the facility boundary.
  - ☞ Will the facility be in a water-saturated area (such as marshes or gravel pits with exposed ground water
  - ☞ Is the site within a 100-year flood plain?
10. What is the depth to ground water?
  - ☞ Attach copies of existing well logs, hydrogeological reports, or other material used to answer this question.
11. What is the distance between proposed system and public or private domestic water supplies?
  - ☞ Show all water wells in the area of the proposed facility, such as a monitoring well, irrigation well, or a supply well (livestock) on a map.
12. Show on a map, locations of any springs within one mile of the site? \_
13. Attach a brief discussion on the hydrogeological and soil conditions of the site. Include supportive documentation.
14. Include an operation and maintenance plan for the proposed Class III landfill that discusses the following:

a) Days and hours site will be open.	f) How traffic will be directed and controlled
b) Number of workers on-site.	g) General description of waste management system.
c) Equipment to be used.	h) Maintenance schedule for waste handling/disposal.
d) Types of waste to be accepted.	i) Litter control.
e) Rodent and insect control.	j) How often waste will be covered (quarterly min.).
15. If proposing a Class III landfill-burn site, the operation and maintenance plan should also discuss:

a) The type of material to be burned.	c) How often the ash will be removed from site.
b) What will be done with the ash.	d) How burn pile will be kept from contamination.

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16. If salvaging, reuse, or recycling will be part of the operation and maintenance plan for the site, please submit a plan discussing the types of material to be collected, where it will be stored, how often the material will be removed from the site (minimum once a year), and where the material will be hauled to.
17. If composting be part of the operation and maintenance plan, please submit a plan discussing what will be composted, the composting method to be used, where composting will occur on-site, and what will be done with the finished compost.
18. Please attach a location map showing all the proposed structures and areas for unloading, loading, excavating, compacting, and storage for solid waste, and areas for burning, composting, and recycling, if applicable. Include the dimensions, elevations, and floor plans for these structures and areas, including the general process flow.  
 Please discuss the proposed management practices to control wind and water erosion of disturbed areas and soil stockpiles.
19. If a Group III disposal area is proposed, include a cut and fill plan discussing the method(s) of operation to be utilized.
20. Estimate the life of the facility and attach a description of the method used to calculate this figure.
21. Include a closure plan for the proposed solid waste management system, specifying the following:
  - a) Depth and type of cover material to be used over the waste (if applicable).
  - b) The revegetation process.
  - c) Steps that will be taken to prevent erosion and ponding on final cover.
  - d) Type of notation to be placed on deed to the landfill property.
  - e) Proposed use of land after facility has closed.
22. Include a description of adjacent land use **and** a list of names and addresses of all adjacent landowners.
23. What is the proposed opening date for this facility?
24. Estimated amount of waste to be accepted per year:
25. Will underground or aboveground tanks/lines be located at the site? Yes ( ) No ( )  
 If "yes" what is your facility ID number?

**26. To be signed by appropriate local government official having knowledge of local zoning ordinances:**

*I hereby certify that the site of the planned solid waste management system is in accordance with local governmental zoning and ordinances.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed name \_\_\_\_\_ Representing: \_\_\_\_\_

Date: \_\_\_\_\_

**27. To be signed by applicant:**

*I am the party responsible for operation of this proposed facility. I certify that the above-described solid waste management system will be constructed and operated in accordance with Sections 75-10-201 through 75-10-233, Montana Code Annotated (MCA), the rules adopted pursuant thereto, and in accordance with conditions which have or may be imposed in the license.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed name: \_\_\_\_\_ Representing: \_\_\_\_\_

Date: \_\_\_\_\_